



FacilitySchedulingDirect User Manual Service Provider Guidelines

Version 2.0
SchoolDude.com, Inc.

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Service Provider

I. Welcome to the Home Page! Now What?

(A quick overview of what's on the Home page.)

Once you've logged in with your **user name** and **password**, you're taken directly to your Home page, which should look something like this:

The screenshot displays the Sloan County Schools Home page. At the top, there's a header with the school district name and navigation links. Below this, a set of tabs allows switching between Home, Calendar, and My Settings. The main body is divided into several functional areas: a search bar, a quick launch section for My SchoolBuilding, a recent event changes section with filters, and an upcoming events calendar. A sidebar on the right lists tasks. The footer includes the SchoolDude.com logo, legal links, and contact information.

Your Home page has several components. Across the top of the page, there are three tabs reading: **Home**, **Calendar**, and **My Settings**. Each of these tabs will be discussed in further detail a little later in the manual but for now, let's take a look at the **Home** page. It contains the following:

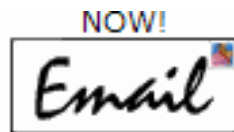
1. **LOGIN HERE:** If you are logged in, you should see your name here. If you do not see your name, or you see the name of someone else, click the word "**yourself**" to log in correctly.
2. **Quick Launch:** This section is just a quick place to go to find a link to MySchoolBuilding.com (the requester website, covered a bit further on in this manual).

3. **Search for:** This field is where you can go to do a quick look-up of any schedule in the system by name, location, or number.
4. **Recent Event Changes:** Recent changes to events are listed in this section by date.
5. **Upcoming Events:** This section of your Home page will show you what events are coming up within your district or organization. A list of the next five days of events scheduled will display here. To change the view to the next succeeding five days of events, click the **Next 5 Days** link.
6. **To Do Tasks:** This section allows you to view tasks that are up on deck to be completed. The next seven days worth of tasks will be displayed here. There is a link to view the next succeeding seven days of tasks as well. To add a new task, click the **Add New Task** link.
7. **Help** : links are available in both the top right-hand corner and bottom center of your Home page. Clicking on the **Help** link in the top right-hand corner will take you to the FSDirect manual at any time.
If you need to communicate directly with SchoolDude Support, however, go to the two links in the bottom right-hand corner of your Home page. To connect directly with someone from SchoolDude Support via Instant Messenger, click on the word "here" (underlined and highlighted in red). See below:

Click here to talk to
an Online Operator
NOW!



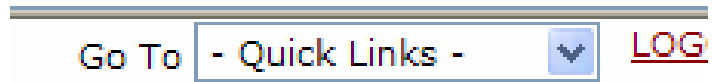
To write and send an email directly to SchoolDude Support, simply click on the **Email** icon directly below the link we just mentioned. The Email link looks like this:



A blank email form will pop up, already addressed and ready to use.

8. The **Quick Links** provide you with a way to navigate quickly between SchoolDude products. In other words, if you would like to move from FSDirect to another product used by your school for whatever reason, all you have to do is click on the **Quick Links drop-down box**, choose the SchoolDude product you'd

like to visit, and you'll be taken to that product's **Home** page automatically. Quick Links is located at the top of the **Home** page, near the right-hand corner, and looks like this:



II. My Settings: Your Information in a Nutshell.

When you're getting started, it's a good idea to look at the **My Settings** page and make any changes in your information that you'd like to make.

On this page, you can view and edit your account information, entered during the Account Setup process by the Administrator. Fields marked with ☒ are required information. The rest of the information, however, is optional and changes can be made at any time.

Enter any contact information you wish to include (cell phone number, fax, etc.) as well as any notes.

Below is a view of what the **My Settings** page should look like:

The screenshot shows the 'My Settings' page for Sloan County Schools. The page has a header with 'Sloan County Schools' and navigation links for 'Home', 'Calendar', and 'My Settings'. A search bar is present. The main section is titled 'FSDirect Participant Information' and contains several form fields: 'Login Name' (gdude), 'First Name' (George), 'Last Name' (Dude), and 'Email' (GDude@geewiz.com). Each of these fields has a red checkmark icon to its right, indicating they are required. Below these fields is a checkbox for 'Receive email notifications.' which is checked. There are also fields for 'Phone Number', 'Fax', 'Pager', and 'Cellular Phone'. A 'Change Password' section includes fields for 'Old Password', 'New Password', and 'Verify New Password'. A 'Done' button is at the bottom of the form. The footer contains links for 'Home', 'Calendar', and 'My Settings', a 'Click here to talk to an Online Operator NOW!' link, and a 'Powered by: SCHOOL DUDE .com' logo. It also includes a copyright notice: 'Copyright © 1999-2001 SchoolDude.com, Inc. All Rights Reserved. Legal Stuff'.

To change your password and/or update any information that you have entered, follow the steps below:

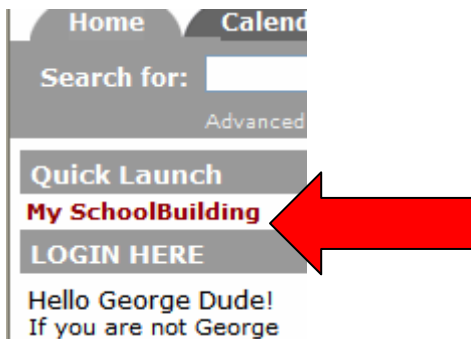
- Enter your old password, set by the Administrator, into the Old Password field.
- Choose a new password and enter it twice, into the New Password and Verify New Password fields.
- Click Save.

You will then be taken back to your **Home** page. Your information has been saved. To change or update it at any time, click on the **My Account** tab and repeat the steps listed above.

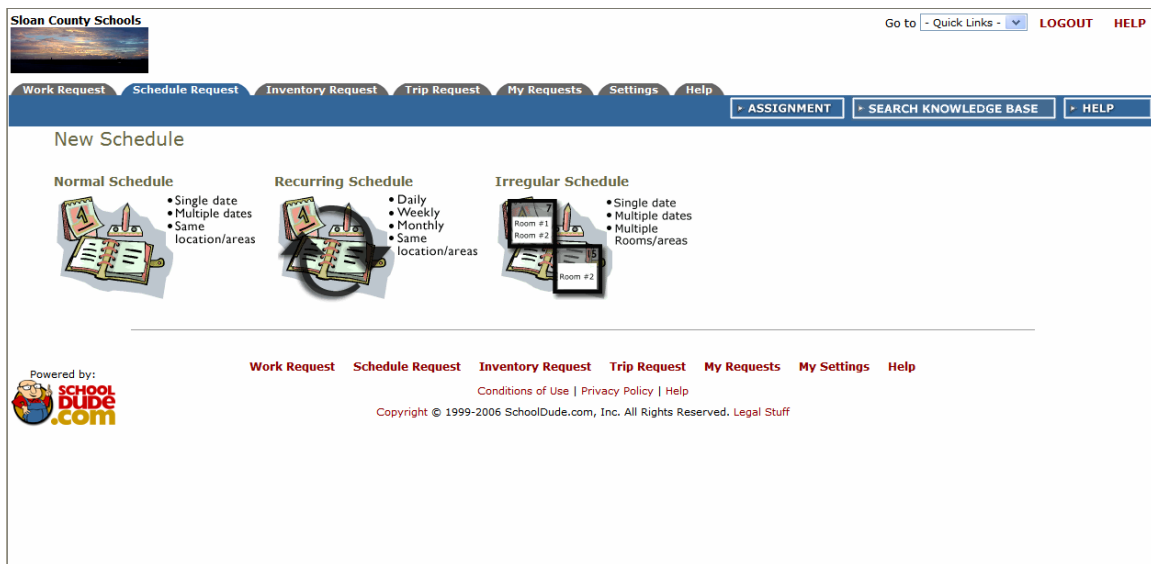
III. MySchoolBuilding.com: **Where to Make Your Schedule Requests.**

As a Service Provider, you do have the ability to create a new schedule request. In order to do this, however, you must first go to MySchoolBuilding.com and log in using your email address.

To get started, click on the **MySchoolBuilding** link underneath the **Quick Launch** section of your Home page. Here is a close-up view of what the link looks like:

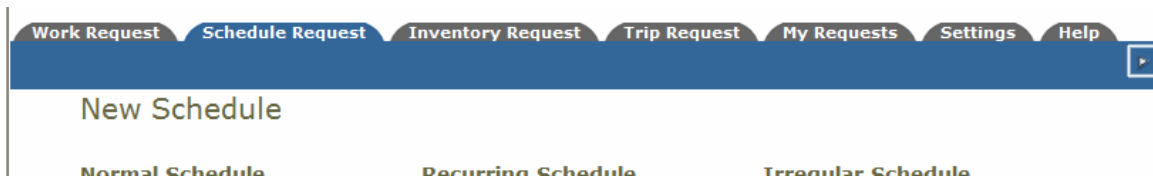


- Once you click this link, you may be taken to a page that asks you to verify your identity. Do so to move to the next page.
- After this, you will be taken to the New Schedule page within MySchoolBuilding.com, which looks like this:



1. You Are Here...

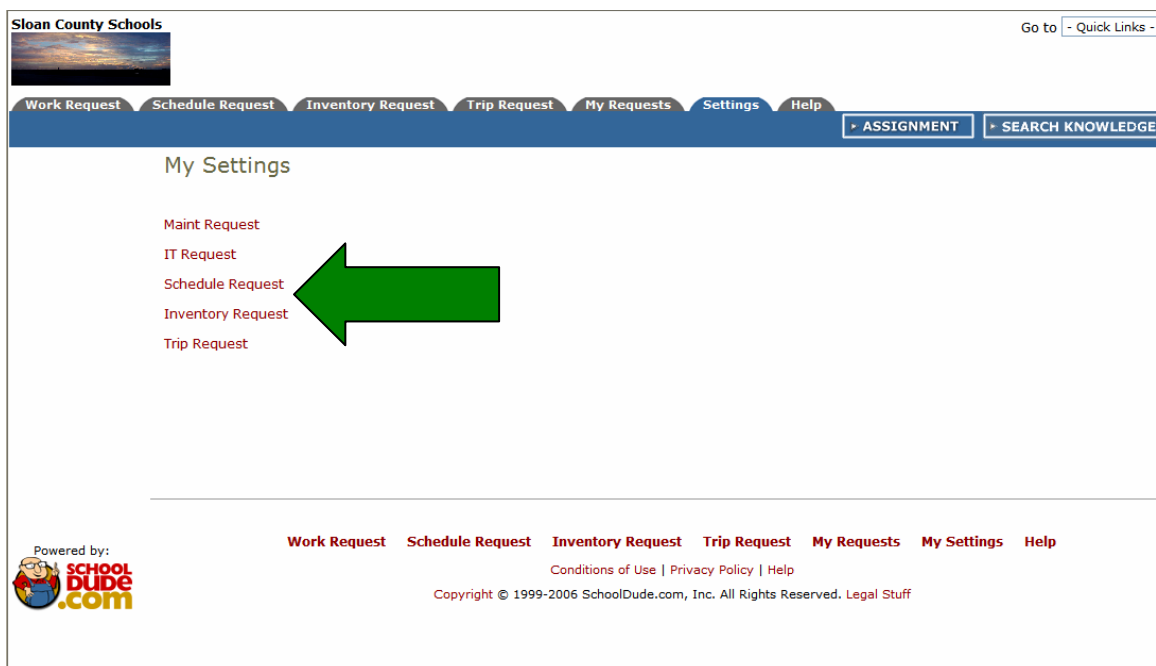
Across the top of the page, you'll notice several tabs. Depending on which SchoolDude products your educational facility owns, these tabs could be labeled any or all of the following: **Work Request**, **Schedule Request** (you are here), **Inventory Request**, **Trip Request**, **My Requests**, **Settings**, and **Help**. These tabs are how you navigate to the information that you need and for the purposes of this manual, we'll only look at the **Schedule Request**, **My Requests**, **Settings**, and **Help** tabs. In the following sections, each tab will be explained. You'll see what they contain and how to use them.



2. The Settings Page:

Before we get started making scheduling requests, let's take a moment to check out the **Settings** page, which contains your information as entered by the Administrator during the Account Setup process (if you set up your own account, this page will show the information you entered).

- Click on the **Settings** tab at the top of the page.
- If your facility owns more than one SchoolDude product, you will see the following “My Settings” page:



- Click on the **Schedule Request** link (marked above by the green arrow).
- This will take you to the **My Settings** page for FSDirect, which looks like this (see the following page):

Sloan County Schools

Go to [Quick Links](#) [LOGOUT](#) [HELP](#)

[Work Request](#) [Schedule Request](#) [Inventory Request](#) [Trip Request](#) [My Requests](#) [Settings](#) [Help](#)

[ASSIGNMENT](#) [SEARCH KNOWLEDGE BASE](#) [HELP](#)

My Settings

Please be yourself, click [here](#) if you are not George Dude

☒ Indicates required information.

First Name ☒ **Last Name** ☒

Email Address ☒

Phone Number Pager

Cellular Phone

☒ Check here to override FSD email notifications.

Password

Powered by:  [Work Request](#) [Schedule Request](#) [Inventory Request](#) [Trip Request](#) [My Requests](#) [My Settings](#) [Help](#)

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- Make any changes you wish to make, enter your **password** at the bottom, and click **Submit**.

OR

- To continue without making any changes, simply click the **Back** button at the top of your page or click the **Tab** of the page you wish to go to next.

If you have made changes, the page will refresh to bring up the same page, only now, the words “**My Settings Saved**” will appear in red at the top of the page. Proceed by clicking the **Tab** of the page you wish to go to near the top of the screen.

3. The Schedule Request Page: What It Contains and How to Use It.

The **Schedule Request** page is where you will fill out and submit your schedule request forms. Once submitted, your request form will proceed on to the next person it has been routed to by the Administrator during the Account Setup process. This could be the Administrator him/herself, who can not only approve a schedule request but can also activate it. Or it could first go to one, or a series of, Site Administrators who will then decide whether or not to approve your request. Based on their answer, your request will proceed on down the path routed for it until it is assigned its final status.

A scheduling request can have one of five statuses during the routing process:

- 1) **Submitted:** This is the status that facility scheduling requests hold as soon as they are submitted and before any decisions have been made concerning their approval.
- 2) **Approved:** Indicates that the request has been approved. However, it may have only passed through one person and may not have met final approval and activation yet. (Only Administrators can activate a schedule.)
- 3) **Canceled:** This is used when a schedule was active at one time and has since been canceled. It is always a good idea to include the reason that the schedule was canceled in the Notes field.
- 4) **Declined:** The requested schedule has been declined by the Administrator or the Site Administrator. We recommend listing a reason in the Notes field.
- 5) **Duplicate:** This status indicates that the request has already been entered.

Below is a look at the Schedule Request page:



As you can see, there are three types of schedules you can submit:

1. Normal Schedule
2. Recurring Schedule
3. Irregular Schedule

We'll cover each type of schedule one at a time so that we can discuss in depth how each one works.

1. **Normal Schedule:** This type of schedule is for any single event that will occur once or on multiple dates. It also covers events that occur in the same Area/Location. For this particular type of schedule, you can pick up to twenty individual dates.

Normal Schedule



- Single date
- Multiple dates
- Same Location/area:

- Click on the **Normal Schedule** section of the New Schedule page, shown above.
- You will be taken to the New Schedule page (sorry...it's a bit too long to show here!), where you will fill out the following fields:
- Booked By
- ☒ Event Title
- Area
- ☒ Location
- ☒ Rooms
- ☒ Event Dates (enter them in the box or select from the calendar provided).
- ☒ Start Time
- ☒ End Time
- Setup Begin Time
- Breakdown End Time
- ☒ Duration
- Check Availability
- Tentative Booking?/Through Date
- ☒ Organization: (who will be using the facility?) Select an Organization you've entered previously from the drop-down box provided or enter a new organization in the field provided beneath "Organization".
- Organization Type
- Contact Name
- First Name (if not already listed in "Contact Name")
- Last Name
- Email
- Day-Time Phone
- Evening Phone
- Cellular Phone
- Billing Address
- Document Number

- PO Number
 - Insurance Information (Company, Policy No., Coverage, and Coverage Dates).
 - Select any required Maintenance or IT Services and include a description of the service needed in the “Service Description” box provided (*Keep in mind that if you enter a “Required Service” by checking its check-box, you will be **REQUIRED** to enter a service description before your scheduling request can be saved*).
 - Number Attending
 - Number of Adults
 - Number of Children
 - Number of Extra Chairs
 - Number of Parking Spaces
 - Other Needs
 - ☒ Enter your **Password**.
 - Click **Save**.
- You will see the words “Loading schedule” as you wait for the new page to load. When it’s finished loading your schedule and the page opens, you will see your schedule as you just entered it with the words “Schedule has been saved” in red at the top of the page. Your **Schedule ID number** will also be showing at the top of the schedule.

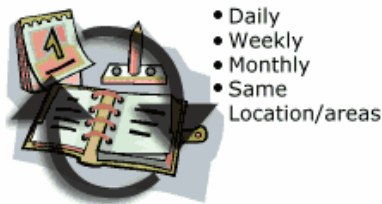
2. **Recurring Schedule:** To create a recurring schedule, most of the information is the same as a normal schedule. The only difference is in defining event dates (this section will be highlighted below in red). Instead of defining an event date, you can set a recurrence schedule for your request.

You can choose between the following choices:

- ✓ **Daily:** Checking availability to schedule the event every day.
- ✓ **Weekly:** Checking availability to schedule the event every X-number of weeks on the selected day or days.
- ✓ **Monthly:** Checking availability to schedule the event every month. You can specify which day every X-number of months or decide between various dropdown options such as the first Monday of every two months. From the first drop-down option, you can select first, second, third, fourth, fifth, and last. From the second drop-down option, you can select day, weekday, weekend day, and Monday-Sunday.

The recurrence schedule will check the availability according to the schedule for the time between the start recurrence date and the end recurrence date.

Recurring Schedule



- Click on the **Recurring Schedule** section of the New Schedule page, shown above.
- You will be taken to the New Schedule page (sorry...still too long to show here!), where you will fill out the following fields:
 - ☒ Booked By
 - ☒ Event Title
 - Area
 - ☒ Location
 - ☒ Rooms
 - ☒ Start Time
 - ☒ End Time
 - Setup Begin Time
 - Breakdown End Time
 - ☒ Duration
 - Tentative Booking?/Through Date
 - ☒ **Start Recurrence:** Choose the date on which you would like the recurring schedule to start by entering it in the empty box provided or selecting it using the small calendar icon that's available.

- ☒ **Recurrence Pattern:** Will this schedule reoccur Daily, Weekly, or Monthly?
- ☒ **End Recurrence:** Enter the date on which this recurring schedule will end.
- Click the **Check Availability** icon to see if your date/time slots are open for scheduling.
- ☒ **Organization:** (who will be using the facility?) Select an Organization you've entered previously from the drop-down box provided or enter a new organization in the field provided beneath "Organization".
- Organization Type
- Contact Name
- First Name (if not already listed in "Contact Name")
- Last Name
- Email
- Day-Time Phone
- Evening Phone
- Cellular Phone
- Billing Address
- Document Number
- PO Number
- Insurance Information (Company, Policy No., Coverage, and Coverage Dates).
- Select any required Maintenance or IT Services and include a description of the service needed in the "Service Description" box provided (*Keep in mind that if you enter a "Required Service" by checking its check-box, you will be **REQUIRED** to enter a service description before your scheduling request can be saved*).
- Number Attending
- Number of Adults
- Number of Children
- Number of Extra Chairs
- Number of Parking Spaces
- Other Needs
- ☒ Enter your **Password**.
- Click **Save**.

- You will see the words "Loading schedule" as you wait for the new page to load. When it's finished loading your schedule and the page opens, you will see your schedule as you just entered it with the words "Schedule has been saved" in red at the top of the page. Your **Schedule ID number** will also be showing at the top of the schedule.

3. Irregular Schedule: This type of schedule is for any events that are going to be in different rooms at different points during the same day or at different times and different locations on different days, etc. The New Events section of this form is the main difference between it and the other two kinds of schedules so we've highlighted it in red, just to further identify it for you. Times are set by event (you'll choose the event first and then the times, locations, etc.).

Irregular Schedule



- Single date
- Multiple dates
- Multiple Rooms/areas

- Click on the **Irregular Schedule** section of the New Schedule page, shown above.
- You will be taken to the New Schedule page (again...too big! No room to show the whole thing!), where you will fill out the following fields:
 - ☒ Booked By
 - ☒ Event Title
 - ☒ Location
 - ☒ Password
 - Tentative Booking?/Through Date
 - ☒ Organization: (who will be using the facility?) Select an Organization you've entered previously from the drop-down box provided or enter a new organization in the field provided beneath "Organization".
 - Organization Type
 - Contact Name
 - First Name (if not already listed in "Contact Name")
 - Last Name
 - Email
 - Day-Time Phone
 - Evening Phone
 - Cellular Phone
 - Billing Address
 - Document Number
 - PO Number
 - Insurance Information (Company, Policy No., Coverage, and Coverage Dates).
 - **Events:** This is where you'll select the Area, Room, and Dates/Times for your irregular schedule. See "SchoolDude Says" below:



SCHOOLDUDE SAYS: If you need to add more than three Date/Times/Locations for this event, simply fill in your first three and continue through the form as written below and click Save at the bottom when you are finished (this is because you can't complete the fields that follow this section on the form once you save the schedule so you must complete the form first and *then* save it). The page will refresh as described below and the words "Your Schedule has been saved" will show in red at the top of the form. Scroll back down to the New Event section of the page to continue adding three more dates/times/locations for this event. Then click the Save button directly beneath the New Event section. The page will refresh as before and you will be taken back to the top of the page where you can continue this process, if necessary.

- Select any required Maintenance or IT Services and include a description of the service needed in the "Service Description" box provided (*Keep in mind that if you enter a "Required Service" by checking its check-box, you will be **REQUIRED** to enter a service description before your scheduling request can be saved*).
 - Number Attending
 - Number of Adults
 - Number of Children
 - Number of Extra Chairs
 - Number of Parking Spaces
 - Other Needs
 - Click **Save**.
- You will see the words "Loading schedule" as you wait for the new page to load. When it's finished loading your schedule and the page opens, you will see your schedule as you just entered it with the words "Schedule has been saved" in red at the top of the page. Your **Schedule ID number** will also be showing at the top of the schedule.

4. My Requests: Keep Track of Your Scheduling Requests.

Sloan County Schools

Go to [Quick Links](#) [LOGOUT](#) [HELP](#)

[Work Request](#) [Schedule Request](#) [Inventory Request](#) [Trip Request](#) [My Requests](#) [Settings](#) [Help](#)

[ASSIGNMENT](#) [SEARCH KNOWLEDGE BASE](#) [HELP](#)

[My Maint Requests](#) | [My IT Requests](#) | [My Schedule Requests](#) | [My Inventory Requests](#) | [My Trip Requests](#)

My Maint Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for "

Search this results for: [GO](#) [Show All](#) [Print](#)

1 - 0 of total 0 listed

[Previous 10](#) [Next 10](#)

Status	Location	Action Taken	Complete Date
Area	Description	Request Date	
Area Number	Type		

No requests found for your email account GDude@geewiz.com.

[Previous 10](#) [Next 10](#)

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[Work Request](#) [Schedule Request](#) [Inventory Request](#) [Trip Request](#) [My Requests](#) [My Settings](#) [Help](#)

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Follow these steps to view the scheduling requests you've submitted:

- When you click on the My Requests tab at the top of the page, you will be taken automatically to the My Maint Requests page, shown above.
- To reach your Scheduling Requests page, click on the My Schedule Requests link at the top of the page, shown by the red arrow below:

Sloan County Schools

[Work Request](#) [Schedule Request](#) [Inventory Request](#) [Trip Request](#) [My Requests](#)

[My Maint Requests](#) | [My IT Requests](#) | [My Schedule Requests](#) | [My Inventory Requests](#) | [My Trip Requests](#)

My Maint Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for "

- Clicking on this link will take you to the **My Schedule Requests** page, which looks like this before you have submitted any requests:

Sloan County Schools

Go to [Quick Links](#) [LOGOUT](#) [HELP](#)

[Work Request](#) [Schedule Request](#) [Inventory Request](#) [Trip Request](#) [My Requests](#) [Settings](#) [Help](#)

[ASSIGNMENT](#) [SEARCH KNOWLEDGE BASE](#) [HELP](#)

[My Maint Requests](#) | [My IT Requests](#) | [My Schedule Requests](#) | [My Inventory Requests](#) | [My Trip Requests](#) |

My Schedule Requests

Click to sort table by that column.

Search for " [GO](#) [Show All](#)

[Add New Schedule](#)

Sort Schedules by Organization [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

FSSchedule ID	Status	Location	Recurrence	Schedule Fees
Title	Active Schedule	Room	Start Date	Total Invoiced
No of Events	Organization		End Date	Total Collected
	Declined Reason		Event Date	

No Events on record.

[Previous 20](#) [Next 20](#)

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[Work Request](#) [Schedule Request](#) [Inventory Request](#) [Trip Request](#) [My Requests](#) [My Settings](#) [Help](#)

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As you submit scheduling requests, they will be added to the list on this page. The schedule name will be highlighted in red and serves as a link that you can click on at any time to view your scheduling request.

(Keep in mind, however, that you will NOT be able to make any changes to a schedule request once it has been approved, even if it hasn't been activated by the Administrator yet.)

IV. Using the Calendar: See the Big Picture.

Like all other products SchoolDude offers, FSDirect has a **Calendar** tab—a place you can go to see what's going on, where, when, who's involved, and even whether or not an event has been invoiced. You can see, in easy-to-read calendar format, scheduling for your facility on a month-to-month or year-to-year basis. You can even check the weather! In this section of your manual, we'll show you how to use the calendar and all of its options in the way that works best for you.

- To open up your calendar from wherever you are, click on the **Calendar tab** at the top of your screen.
- The page that opens will look something like this:

The screenshot shows the FSDirect web application interface. At the top, there are tabs for 'Home', 'Calendar', and 'My Settings'. Below the tabs is a search bar with a 'GO' button. The main content area is titled 'Calendar Shortcuts' and includes buttons for 'Month View', 'Day View', 'Room View', 'Organization Event Calendar', and 'Get Weather'. Below these are filters for 'Select Month/Year' (June 2006), 'Area' (ORGANIZATION WIDE), 'Location', 'Building', and 'Room'. There are also filters for 'Start Time' (1:00 AM and greater), 'Event Status' (ALL events), and 'Organization' (Include ALL Organizations). A 'Refresh Calendar' button is at the bottom of the filters. The main calendar is titled 'Event Calendar for June 2006' and shows a grid of days from Sunday to Saturday. Events are listed on specific days, such as 'Boy Scout Meeting' on the 7th, 14th, 21st, and 28th, and 'SchoolDude Workgroup Meetings' on the 19th and 26th. A 'View Legend' link is in the top right corner of the calendar grid. Below the calendar is a 'Legend' section with icons and descriptions for event types: Approved/active events (green circle), Approved/active events recently changed (green circle with a checkmark), Canceled events (red X), Invoiced events (red S), Insurance has expired (red X), Approved/tentative events (yellow circle), Requested, but not approved events (red circle), Events that span more than one day (blue circle), and Charge back (green S). A tip at the bottom of the legend says: 'Tip: Click the day number to view event details for the entire day or click an event title to cancel/change the event.' At the bottom of the page, there are links for 'Home', 'Calendar', and 'My Settings', and a red button that says 'Click here to talk to an Online Operator NOW!'.

Home Calendar My Settings

Search for: GO

Advanced Search | Help

Calendar Shortcuts

Month View Day View Room View Organization Event Calendar Get Weather

Select Month/Year
June 2006
Print This!

Area -- Select Area --
Location ORGANIZATION WIDE
Building -- Select Building --
Room -- Select Rooms --
(Use the CTRL key to select multiple rooms.)

Start Time 1:00 AM and greater
Event Status ALL events
Organization -- Include ALL Organizations --
Refresh Calendar

INSTRUCTIONS: To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar".

Event Calendar for June 2006 View Legend

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 ● Boy Scout Meeting	8	9	10 ● Kiwanis Fund Raiser
11	12	13	14 ● Boy Scout Meeting	15	16	17
18	19 ● SchoolDude Workgroup Meetings Get Weather	20 ● Boy Scout Meeting	21 ● Boy Scout Meeting	22	23	24
25	26 ● Drama Club Skit Rehearsals ● SchoolDude Workgroup Meetings	27	28 ● Boy Scout Meeting ● Drama Club Skit Rehearsals	29	30 ● Drama Club Skit Rehearsals	

< Previous Month Next Month >

Legend:

- Approved/active events
- Approved/active events recently changed
- ✗ Canceled events
- 📄 Invoiced events
- 🚫 Insurance has expired
- Approved/tentative events
- Requested, but not approved events
- 🕒 Events that span more than one day.
- 💰 Charge back

Tip: Click the day number to view event details for the entire day or click an event title to cancel/change the event.

Powered by: SCHOOLDUDE

Click here to talk to an Online Operator NOW!

At the very top of your screen are the Calendar Shortcuts: “Month View”, “Day View”, “Room View”, “Organization Event Calendar”, “New Normal Schedule”, and “Get Weather”.

In this section, we’ll cover each of these shortcuts in turn, starting with the Month View.

1. The **Month View** page shows you what’s going on, on a large, easy-to-read calendar, one month at a time. It’s the view that shows automatically when you open up the calendar page—in other words, the page you’re looking at now.

The month you’re in currently will display at the top of the calendar. Arrows in the bottom left and right-hand corners of the calendar allow you to navigate to the **Previous Month** or **Next Month**.

Just below the **Calendar Shortcuts**, you will see two drop-down boxes on the left-hand side, one for the month and the other for the year. These serve as another kind of shortcut, allowing you to navigate the large calendar from one month to the next without clicking multiple times on the “Previous Month” and “Next Month” buttons.

To view events on the **Month View** page, use the drop-down boxes in the top right-hand corner of the page to select what events you’d like to see. See below:

Documents
New Schedule
My Settings

Room View
Organization Event Calendar
New Normal Schedule
Get Weather

Area
-- Select Area --
Location
ORGANIZATION WIDE
Building
-- Select Building --
Room
-- Select Rooms --

Below calendar, please
and then click "Refresh"

(Use the CTRL key to select multiple rooms.)

Start Time
1 00 AM and greater
Event Status
ALL events
Organization
-- Include ALL Organizations --
Refresh Calendar

006
View Legend

day	Wednesday	Thursday	Friday	Saturday
		1	2	3
	7 ● Boy Scout Meeting	8	9	10 ● Kiwanis Fund Raiser

21

Fill in the following:

- Select the Area of the events you'd like to view.
- Select the Location
- Select the Building
- Select the Room
- Select the Start Time
- Select the Event Status
- Select the Organization
- Click the **Refresh Calendar** button.



SCHOOLDUDE SAYS: You may not need to fill in all the fields provided. Simply select the most basic information you wish to view, like the Area or Organization, and click the **Refresh Calendar** Button.

- Once you click the Refresh Calendar button, the calendar page will refresh and the events that fit the criteria you selected will be showing on the calendar.
- On the calendar, an event's name will show as a link in red letters. If you click on the **event name**, you will be taken to that event's schedule page.
- If a dollar sign (\$) shows in red next to an event's name on the calendar, that means that the event has been invoiced. You can click on the **dollar sign (\$)** to be taken to that invoice.

Below, you'll see the **Calendar Legend**, shown at the bottom of any calendar page. This legend will tell you the meaning of any icons that show up on the Calendar page.

<- Previous MonthNext Month - >

Legend:

● Approved/active events ● Approved/active events recently changed ✕ Canceled events \$ Invoiced events ✕ Insurance has expired	● Approved/tentative events ● Requested, but not approved events ➡ Events that span more than one day. \$ Charge back
--	---

Tip: Click the day number to view event details for the entire day or click an event title to cancel/change the event.

2. The Day View page can be reached in two ways:

- Clicking on the **Day View shortcut** at the top of the page, or
- Clicking on the **number of the date** on the monthly calendar.

The Day View automatically defaults to today's date. It shows you what's going on, one day at a time. You will see the event, the event time, what organization is having the event, any outstanding fees, location, and setup/break down times. See example below:

[Home](#)
[Calendar](#)
[Availability](#)
[Documents](#)
[New Schedule](#)
[My Settings](#)

Search for: [GO](#)

[Advanced Search](#) | [Help](#)

Calendar Shortcuts

[Month View](#)
[Day View](#)
[Room View](#)
[Organization Event Calendar](#)
[New Normal Schedule](#)
[Get Weather](#)

June 2006

S M T W T F S

28 29 30 31 1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 1

INSTRUCTIONS: To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Day View".

Area -- Select Area --
Location ORGANIZATION WIDE
Building -- Select Building --
Room -- Select Rooms --

(Use the CTRL key to select multiple rooms.)

Event Status ALL events
Organization -- Include ALL Organizations --

[Refresh Calendar](#)

[Print This!](#)
[View Legend](#)

6am	
7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	
9pm	
10pm	
11pm	
12am	
1am	
2am	
3am	
4am	
5am	

Legend:

Approved/active events
Approved/active events recently changed
Canceled events
Invoiced events

Approved/tentative events
Requested, but not approved events
Events that span more than one day.
Charge back

- You can navigate from one day to the next using the small calendar on the upper left-hand side of the screen. Simply click the number of the day you wish to view. To move from one month to another, use the left and right arrows next to the name of the month at the top of the small calendar. See below:

July 2006							I
S	M	T	W	T	F	S	t
25	26	27	28	29	30	1	s
2	3	4	5	6	7	8	c
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	1	2	3	4	5	

3. The Room View allows you to view events based on room/location and day. You can choose which month you are viewing by selecting a new month or year in the left-hand corner. The calendar will update automatically.

To filter by area, location, room(s) and/or start time, select from the drop-down boxes provided and the calendar will refresh to reflect the changes you selected.

Below is an example of the Room View for the month of June:

Sloan County Schools

Go to
Quick Links -
LOGOUT
HELP

Home
Calendar
Availability
Documents
New Schedule
My Settings

Search for:
GO

Advanced Search | Help

Calendar Shortcuts
Month View
Day View
Room View
Organization Event Calendar
New Normal Schedule
Get Weather

Room View

Select Month/Year
June
2006

Print This!

INSTRUCTIONS: To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Room View".

Area
-- Select Area --
Location
ORGANIZATION WIDE
Building
-- Select Building --
Room
-- Select Rooms --

Start Time
1
00
AM
and greater
Event Status
ALL events
Organization
-- Include ALL Organizations --

Refresh Room View

View Legend
1 - 10 of total 10 listed

Day/Date	Location	Area	Room #	Zone	Event	Organization	Contact	Event Time	Setup Time
Wednesday June 7	Sloan Middle School				Boy Scout Meeting	Boy Scout Troop 100		4:00PM-5:00PM	3:45PM-5:15PM
	Classroom 201 (Middle)								
Saturday June 10	Sloan High School				Kiwanis Fund Raiser	Kiwanis		4:00PM-9:00PM	4:00PM-9:00PM
	Cafeteria	Cafeteria							
Wednesday June 14	Sloan Middle School				Boy Scout Meeting	Boy Scout Troop 100		4:00PM-5:00PM	3:45PM-5:15PM
	Classroom 201 (Middle)								
Monday June 19	Sloan High School				SchoolDude Workgroup Meetings	SchoolDude		7:00PM-9:00PM	7:00PM-9:00PM
	Classroom 101 (High)								
Wednesday June 21	Sloan Middle School				Boy Scout Meeting	Boy Scout Troop 100		4:00PM-5:00PM	3:45PM-5:15PM
	Classroom 201 (Middle)								
Monday June 26	Sloan High School				Drama Club Skit Rehearsals	Drama Club		6:00PM-9:00PM	6:00PM-9:00PM
	Classroom 101 (High)								
	Sloan High School				SchoolDude Workgroup Meetings	SchoolDude		7:00PM-9:00PM	7:00PM-9:00PM
	Classroom 101 (High)								
Wednesday June 28	Sloan Middle School				Boy Scout Meeting	Boy Scout Troop 100		4:00PM-5:00PM	3:45PM-5:15PM
	Classroom 201 (Middle)								
	Sloan High School				Drama Club Skit Rehearsals	Drama Club		6:00PM-9:00PM	6:00PM-9:00PM
	Gym	Gym							
Friday June 30	Sloan High School				Drama Club Skit Rehearsals	Drama Club		7:00PM-10:00PM	7:00PM-10:00PM
	Cafeteria	Cafeteria							

Legend:
Approved/active events
Approved/active events recently changed
Canceled events
Invoiced events
Approved/tentative events
Requested, but not approved events
Charge back

25

4. The Organization Event Calendar is where you can view events, such as school breaks, for locations/organizations within your school or district. They are stored on a yearly calendar on the left-hand side of the screen and listed in more detail on the right-hand side.

You can reach the Organization Event Calendar by clicking on the **short cut** at the top of the Calendar page.

The Organization Event Calendar page should look something like this:

Sloan County Schools

Go to
Quick Links -
LOGOUT
HELP

Home
Calendar
Availability
Documents
New Schedule
My Settings

Search for:
GO
Advanced Search | Help

Calendar Shortcuts

Month View
Day View
Room View
Organization Event Calendar
New Normal Schedule
Get Weather

Location
-- Remove Location Assignment --

2006
Sloan County Schools Organization Event Calendar

January
February
March

April
May
June

July
August
September

October
November
December

Show All Events
1 - 6 of total 6 listed
Previous 20 Next 20

Begin Date	End Date	Event Title	Date Created
10/10/2005	10/14/2005	Fall Break	8/18/2005 9:05:27 AM
11/15/2005	11/15/2005	Matt's Birthday	9/8/2005 10:19:01 AM
11/28/2005	11/28/2005	Teacher Work Day (November)	11/16/2005
12/19/2005	1/6/2006	Christmas Break	9/6/2005 2:33:56 PM
3/28/2006	3/28/2006	Test Event 2	9/6/2005 2:50:43 PM
4/17/2006	4/21/2006	Spring Break	9/6/2005 2:35:47 PM

Home
Calendar
Availability
Documents
New Schedule
My Settings

Powered by:

Conditions of Use | Privacy Policy | Security Statement

LOGIN
SERVICES
HELP

Need help? Call us 1-877-868-DUDE (3833)

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Click here to talk to an Online Operator NOW!

5. The New Normal Schedule shortcut at the top of the Calendar page is just another way to reach the New Schedule page and...well....create a new schedule!

Sloan County Schools
Go to Quick Links - LOGOUT HELP
FS DIRECT

Home Calendar Availability Documents New Schedule My Settings

Search for: GO
Advanced Search | Help

Schedule Shortcuts

New	Update Schedule	Event Dates	Organization Info	Print Form
Facility Usage Agreement	Facility Use Fees	Required Setup Services	Rental Requests	Approval Process
Events	Invoicing	Payments	Work Order Costs	Sent Messages

Legend: ☒ Indicates required information.
☒ Insurance has expired

Quick Links

- Schedule List
- Process New

New Schedule

☒ **Schedule ID** NEW

☒ **Status** Submitted

☐ Notify Booked By

☐ Notify Contact Person

Active Schedule? No

☒ **Event Title**

☐ **Area** -- Select Area --

☒ **Location** -- Select Location --

☐ **Building** -- Select Building --

☒ **Rooms** -- Select Rooms --

(Use the CTRL key to select multiple rooms.)

☒ **Event Date(s)**

June 2006							July 2006						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3								1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

☒ **Start Time** : : **End Time** : :

Setup Begin Time : : **Breakdown End Time** : :

☒ **Duration** hours minutes. Spans over days.

[Back to shortcuts](#) [Check Availability](#)

Tentative Booking? ☐ Through Date

☐ Yes, hide from requesters in MySchoolBuilding.

Organization Information

☒ **Organization** -- Select Organization --

or new

Type -- Select Organization Type --

Contact Name -- No Contacts Available --

First Name **Last Name**

Email **Day-Time Phone**

Evening Phone **Cellular Phone**

Billing Address

☐ Use Organization Billing Address

FEIN **Sales Tax Exemption No.**

☐ Yes, add this contact to the organization's contact list.

Invoice Type? ☐ Charge back ☐ Payment ☒ No charge

Budget -- Select Budget Account -- Charge backs requires a budget code.

Document Number (e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

Insurance Information

Company

6. The **Get Weather Shortcut**, as with the weather icon on the main monthly calendar, serves as a link to connect you with AccuWeather.com, where you can check current weather conditions in your area or the area where work orders are being done. You can also check the forecast with a range up to fifteen days.



- Simply click on the **Get Weather** shortcut near the top of the page or the **Get Weather icon** on today's date on the calendar and a separate browser page will pop up, displaying AccuWeather.com.



- Enter your Zip Code or City/State into the box shown above and click **Go**.